

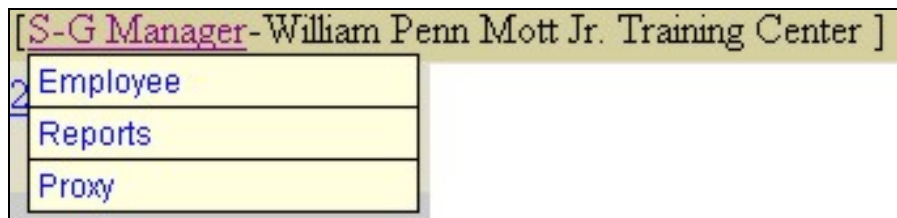
SUB-GROUP MANAGER

NOTE: The System Administrator assigns the Sub-Group Manager role on the ETMS for all Sub-Training Groups.

OVERVIEW: As a Sub-Group Manager, you will have all the functions of Employee and Supervisor (see Employee/Supervisor Help Files).

The Sub-Group Manager Role will allow you to manage all Employees' Training Requirements that are assigned to the Sub-Group. There are three additional tasks on the Sub-Group Manager's Home Page, the Sub-Group Manager drop down menu, the Training Request Management Bar and the Course Leader Management Bar.

- I. **SUB-GROUP MANAGER DROP DOWN MENU:** By placing the mouse on the [\[S-G Manager\]](#) link, three management tasks will appear on a drop down menu: Employee, Reports and Proxy. The drop down menu will look similar to this:



- A. **Employee:** This page allows the Sub-Group Manager to view their Employees Home Page and Training Records. By clicking the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:



1. **Employee Listing:** To locate all Employees, click the [All](#) link or [A-Z](#) listing based on the last name. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

Name	Email	Classification	Sub-Group	Training Record
ADAMS, KELLY	ginger@parks.ca.gov	LifeGuard I (Seasonal)	William Penn Mott Jr. Training Center	View
ALHAMBRA, EDITH	ealhambra@parks.ca.gov	Management Service Technician	William Penn Mott Jr. Training Center	View
BREAKFIELD, CONNIE	CBREAKFIELD@parks.ca.gov	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View
BURKE, JAMES	thejburkes@aol.com	State Park Superintendent II	William Penn Mott Jr. Training Center	View
BURKE, ROBERT	burke@ltd.com	State Park Ranger	William Penn Mott Jr. Training Center	View
BURNER, ROY	jdanielson@parks.ca.gov	State Park Ranger	William Penn Mott Jr. Training Center	View
COMBS, CHARLES	chuck@parks.ca.gov	TRAINING OFFICR II	William Penn Mott Jr. Training Center	View
CURRY, MICHAEL	mcurry@parks.ca.gov	State Park Superintendent II	William Penn Mott Jr. Training Center	View
DANIELSON, JOANNE	JDANIELSON@parks.ca.gov	State Park Superintendent II	William Penn Mott Jr. Training Center	View
GARDNER, MICHELLE	mgard@parks.ca.gov	State Park Superintendent I	William Penn Mott Jr. Training Center	View

NOTE: Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile.

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Sub-Group Manager will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:

P.O.S.T. (C.P.T.) Management					
Requirement 1 : Advanced Officer Training (10 hours every 24 months)					
Program Title	Completed Hrs	Completion Date	Due Date	In Compliance	
Field Training Officer	40	6/10/2005	6/10/2007	NO	
Total Hours	0	Out of Compliance <i>You Need 10 more hours!</i>			
Requirement 2 : Perishable Skills (Every 24 months)					
Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES
Required Programs					
Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Expires	30	3/3/2007	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Expires	365	NO	NO
Appraisal and Development Plan (DPR 911)	Supervisor	Expires	12	3/3/2008	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Expires	365	NO	NO

- (1) **Edit Employee's Profile:** To edit the information in an Employee's Profile do the following:
 - (a) **Training Group:** To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
 - (b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
 - (c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
 - (d) **Email:** Enter the Employee's current email address.
 - (e) **Work Phone:** Enter the Employee's current work phone number.
 - (f) **Submit**
 - (g) **Back:** Click the back button to return to Employee listing.

- (2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas:
 - (a) **P.O.S.T. Management**, if applicable.
 - (b) **Required Programs**, if applicable.
 - (c) **Continual Professional Training (CPT) Management**, if applicable.
 - [1] Click the [YES/NO](#) link to view compliance details.

- b. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that have been added into the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.


Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Submat	Intermediate Capacity Skills	N/A	State Agency DPR	Monterey	6/21/2007	36	Credit	
Submat	Basic Interpretation for Guides and Interpreters	N/A	State Agency DPR	Hilo, Hawaii	6/21/2007	36	N/A	
Submat	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submat	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submat	Firearms Shotgun Training and Qualification	6	State Agency DPR	Big Sur	6/20/2007	1	Credit	
Submat	Continuing Advanced Officer	24	State Agency DPR	Waukena	6/20/2007	24	Credit	
Submat	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	N/A	Private Vendor mpc	monterey	6/19/2007	8	N/A	Job Related
Submat	Pods in Education	N/A	State Agency DPR Sierra Jobs	The Milky Way	5/21/2007	28	N/A	
Submat	Maintenance Leadership Conference	N/A	State Agency DPR	Sacramento	10/27/2006	32	Credit	
Submat	Appraisal and Development Plan (DPR.911)	12	DPR	MTC	10/11/2006	0	N/A	Job Related
Submat	Appraisal and Development Plan (DPR.911)	12	DPR	MTC	10/4/2006	0	N/A	Job Required
Submat	CAMP - Equipment Property Management	N/A	DPR Valerie Laam	Sacramento HQ	4/25/2006	16	N/A	Job Related
Submat	Bioscience (Sales, 25 Minutes)	24	State Agency DPR	MTT	7/17/2006	1	N/A	Job Related

- (1) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

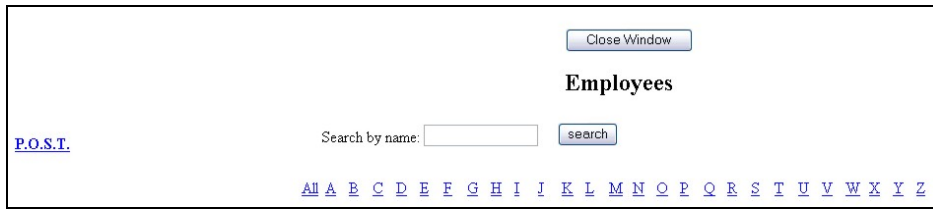
Close Window Print this Page

Approved

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (065)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Id:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007
Pre-Selected	
Supervisor:	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
Sub-Group Manager:	N/A
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
Manager:	N/A
Date Approved:	12/20/2006
Manager Comment:	No Data
Training Specialist:	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	


 Certificate of Completion
 Certified By : GRAINGER, HERMOINE
 Certified Date : 5/16/2007 7:43:07 AM

- c. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:



By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Sub-Group Manager and the status of their P.O.S.T. training. The screen will look similar to this:

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

- (1) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

POTTER, HARRY					
Close Window					
Requirement 1 : Advanced Officer Training (10 hours every 24 months)					
Program Title	Completed Hrs	Completion Date	Due Date		
PSP Driver Training	2	9/27/2006	9/27/2008		
PSP Arrest and Control Training	12	2/23/2006	2/23/2008		
Total Hours	14	In Compliance			
Requirement 2 : Perishable Skills (Every 24 months)					
Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

- B. **Reports:** By clicking the [Reports](#) link within the Sub-Group Manager drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

Close Window		Back
Report Management		
90 Day Evaluation		
POST Compliance Report - By Sub Training Group - Classification		
Program Compliance Report		
COST For Out-Service		
Employee Role Report		
Instructor Type		

1. **Review Reports:** Click the report you want to view and complete the required fields and submit.
- C. **Proxy:** A Sub-Group Manager has the ability to assign another User from within the Sub-Group to perform their function within ETMS. A Sub-Group Manager is allowed only one Proxy at a time.
1. **Activate:** To activate a Proxy, do the following:
 - a. Click the [Proxy](#) link in the drop down menu.

b. Select an Employee from the drop down menu and click **add**. This Employee is now the Proxy for your role.

2. **Deactivate**: The Proxy can be deactivated by the Sub-Group Manager or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

II. TRAINING REQUEST MANAGEMENT: To manage all In-Service and Out-Service Training Requests for the Employees in the Sub-Group, a task bar called **S-G MGR(William Penn Mott Jr. Training Center): Action Needed! IN(0)-OUT(2)** is located on Sub-Group Manager's Home Page. There are two links that allow the Sub-Group Manager to manage all In-Service and Out-Service Training Requests. The number within the parenthesis is the link to the pending In-Service or Out-Service Training Requests.

NOTE: For Employees who have selected the Sub-Group Manager as their Primary Supervisor, their training requests are automatically routed directly to the Sub-Group Manager for approval action.

Sub-Group Managers should select themselves as their Primary and Alternate Supervisors and approve their Training Requests at the Sub-Group Manager level.

A. **In-Service Training Request:** By clicking the (#) link, the Sub-Group Manager can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

Home Back

Training Request Management (SUB-GROUP MANAGER)

[Pending](#) [Approved](#) [Not Approved](#) By Name:

Page :

In-Service Training (Pending)

Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	Approval	Rank	Comment
No Data!								

NOTE: The link defaults to the Pending In-Service Training Request.

1. [Pending](#): Displays a listing of all Training requests that are pending approval action by the Sub-Group Manager. The screen will look similar to this:

The screenshot shows the 'Training Request Management (SUB-GROUP MANAGER)' interface. At the top, there are 'Home' and 'Back' buttons. Below them, the title 'Training Request Management (SUB-GROUP MANAGER)' is displayed. There are three links: 'Pending', 'Approved', and 'Not Approved'. A search field is present with 'By Name: BOST.PATRICIA' and a 'Search' button. The page number 'Page : 1' is shown on the left. The main heading is 'In-Service Training (Pending)'. Below this is a table with the following data:

	Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	Approval	Rank	Comment
Detail	5/3/2006	WAQY,STEVEN	State Park Superintendent III	Lifeguard Training	6/20/2006 - 6/27/2006	3/22/2006	Pending	Select	

At the bottom of the table area, there is a 'submit' button.

- a. [Detail](#): This link displays the details of the Employee Training Request.
 - b. **Approval Action**: From the drop down menu in the Approval column, the Sub-Group Manager can Approve or Not Approve the Training Request. If Not Approve is selected, the Sub-Group Manager must provide a comment.
 - c. **Rank**: Rank the Training Request with “1” being the highest priority and “5” being the lowest.
 - d. **Submit**: If approved, the Training Request will be sent to the Manager for approval action.
2. [Approved](#): This link displays a listing of all Training Requests that have been approved by the Sub-Group Manager. Sub-Group Managers have the ability to edit any approved Training Requests that have not been acted upon by the Manager.
 3. [Not Approved](#): This link displays a listing of all Training Requests that have not been approved by the Sub-Group Manager. Sub-Group Managers have the ability to edit any Training Requests that they have not approved.
 4. **Search by Employee Name**: The Sub-Group Manager has the ability to search for all Training Requests that have been submitted by the Employee. Select an Employee from the drop down menu and click the [Search](#) link.
 5. **Page**: Each page displays nine records. To view additional records click the page # link(s).
- B. **Out-Service Training Request**: This functions exactly the same as In-Service Training Request except the ranking, which is not required.

III. COURSE LEADER MANAGEMENT: To manage all Course Leader Requests for the Employees in the Training Group that have the Instructor Role, a task bar called **Course Leader Mgt : S-G MGR : Action Needed! (1)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Sub-Group Manager.

A. **Course Leader Request:** By clicking the (#) link, the Sub-Group Manager can view all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

Home									
Course Leader Request- Sub Group Manager									
Pending Approved Not Approved									
Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approved 9/25/2007	COMBS, CHARLES Approval : Yes No	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954

NOTE: The link defaults to the Pending Course Leader Request.

1. [Pending](#): This link displays a listing of all Course Leader Requests that are pending action by the Sup-Group Manager.
 - a. **View:** To view the Course Leader Request, click the [View](#) link. The screen will look similar to this:

[Close Window](#)

Date : 9/24/2007
To : **SUB-GROUP MANAGER**
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested for: **STEVEN WAGY** to serve as a course leader in : **Administrative Workshop Test v 3**

Location : **North Pole**

Comment :
Testing Supervisor pending page.

<u>Course Title</u>	<u>Date</u>	<u>Time</u>
Fundamentals of Personnel	12/26/2007-12/26/2007	(0800-1100) 3 hour(s)

This request will involve **3** hour(s) of instruction, plus travel time.

Once approved, WAGY, STEVEN will help provide quality training and effective instruction. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism. Proper office attire should be worn at all times.

All overtime and per diem expenses that WAGY, STEVEN incurs will be paid by the Training Office. Please ensure that a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training is forwarded to the Training Center. In addition, the Travel Expense Claim should be sent to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

- b. **Approve:** To approve a Course Leader Request, click the [Yes](#) link. An email is generated by ETMS and sent to Manager for approval action.
- c. **Not Approved:** To not approve a Course Leader Request, click the [No](#) link. Complete the comment and click **Submit**. The screen will look similar to this:

[Home](#)

Course Leader Request- Sub Group Manager

[Pending](#) [Approved](#) [Not Approved](#)

Detail	Course Leader	Program Detail	Date Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approved 9/25/2007	COMBS, CHARLES Please submit your reason for not approving this Course Leader Request? Comment:	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954

The system will generate an email to the Training Specialist with a copy to the Instructor.

2. [Approved](#): This link displays a listing of all Course Leader Requests that have been approved by the Sub-Group Manager.
3. [Not Approved](#): This link displays a listing of all Course Leader Requests that have not been approved by the Sub-Group Manager.